

# WORKFORCE HOUSING REWARD PROGRAM CASH REQUEST

☐ Advance    ☐ Reimbursement    ☐ Final Request

Contractor: \_\_\_\_\_ Grant No: \_\_\_\_\_

Contract Execution Date: \_\_\_\_\_ Contract Expiration Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Send Payment To:

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Attention: \_\_\_\_\_ Title: \_\_\_\_\_

**Cash Request Number: (      )**

1) Amount of Grant	2) Total Requested to Date	3) Cash Requested	4) Balance

**Detail of the activities:** (Documentation for all expenditures listed below must be attached – please refer to attached instructions for additional information)

Activity	WFH Funds Requested
Total Funds Requested	

**Contractor Certification:** As a representative of the Contractor, I certify, to the best of my knowledge that this report is true in all respects, the reported amounts agree with the official accounting records, and all disbursements have been made for the purposes and conditions as detailed in the Standard Agreement of this grant. **Note:** Cash request must be signed by the authorized representative as designated in the signed resolution or if a designee, the designee must be on file with the Department.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please print) (Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For HCD Use Only	
Program Representative: _____	Approval Date: _____ Mgr Initials: _____
Voucher # _____	Date: _____
Fiscal Representative: _____	

# WORKFORCE HOUSING REWARD PROGRAMS

## CASH REQUEST INSTRUCTIONS

Cash requests may be submitted in advance of incurring project costs or as a reimbursement of funds. If requesting an advance, funds must be spent within 90 days from the date of receipt from the State. Funds may be requested for eligible activities as identified in Exhibit A (Scope of Work) of the Standard Agreement.

No costs incurred prior to the execution date of the Workforce Housing Reward Program (WFH) contract may be charged to WFH Program funds. After the contract has been executed by the State, eligible expenditures may be incurred and expended for the project(s) subject to the terms and conditions of the Standard Agreement.

Please note that all Cash Requests must include a detailed use of funds including documentation of expenditures (i.e. purchase orders, invoices, etc.).

### INSTRUCTIONS:

Type of Cash Request: Check one or more boxes to show the type of cash request being submitted:

- **Advance** - An advance cash request may be submitted for up to 100% of the total grant amount as long as funds are expended within 90 days from the date requested funds were received from the State.
- **Reimbursement** - You may request grant funds on a reimbursement basis as long as no grant activities have been expended prior to the execution date of the contract.
- **Final Cash Request** – The final cash request is accepted up to 45 days after the expiration date of the grant. Please mark Final Cash Request box on your last Cash Request. **Note:** The Final Grant Report and Closeout Certification must also be submitted within 60 days of the of the final cash request.

Contractor and Grant Contract Number: Enter jurisdiction and contract number as shown on the Standard Agreement.

Contract Execution and Expiration Date: Enter the contract execution date for the grant, located on the bottom right corner of the Standard Agreement, and the date the grant expires (for all Round One WFH contracts the expiration date will be June 20, 2008).

Grantee address, contact information and phone number: Enter the mailing address where payment is to be mailed as well as a contact person, phone number and email address for questions regarding the submitted cash request.

Cash Request Number: Enter the request number. Cash Requests should be numbered consecutively (i.e. 1,2,3...)

Total amount of Grant: As indicated in the Standard Agreement.

## WFH Program Cash Request Instructions (Cont.)

Total Requested to Date: List the cumulative total of WFH funds requested from all previously submitted cash requests.

Cash Requested: List the amount of WFH funds requested in current cash request.

Balance: List the remaining balance of WFH funds.

Detail of Activities: List the grant activities for which you are requesting funds, as shown on the first page of the Standard Agreement. Note: Documentation (i.e. purchase orders, invoices or bid proposals) must be included. If documentation includes activities not funded through WFH Program funds, please highlight or otherwise indicate the specific line item expenses covered by this cash request. **The total amount requested must equal the total amount documented.**

Contractor Certification: The Cash Request must be signed by the Authorized Representative or designee as indicated in the contract resolution certified by the Grantee governing body. Designees must either be detailed in the resolution (by name and/or title) or have a letter on file with the Department signed by the Authorized Representative designating the individual to act on their behalf.